

## **INSTRUCTIONAL COACH**

### **Authority**

The Instructional Coach works under the supervisory function of the Principal of Wapaskwa Virtual Collegiate (WVC).

### **Purpose**

The Instructional Coach works closely with the Wapaskwa Virtual Collegiate Principal and Vice Principal in a non-supervisory leadership role to support student learning and to enhance teachers' instructional methodologies. The Instructional Coach also provides support to teachers in efforts to ensure the application of best practices in assessment, grading and reporting of academic achievement. The Instructional Coach will focus on providing individual and group professional learning that will expand and refine teachers' understanding of researched-based effective instruction, specifically in the online learning environment. In order to meet this purpose, the Instructional Coach will provide personalized, one-on-one support that based on the goals and identified needs of individual teachers.

### **Specific Responsibilities**

1. Facilitates the intellectual and professional development of teachers.
2. Creates positive relationships with teachers and administrators.
3. Communicates and demonstrates research-based instructional practices that result in increased student achievement and an improved learning environment.
4. Communicates effectively with all members of the school, organization, and stakeholders.
5. Encourages professional growth and provides organized, individual and/or group learning opportunities for teachers.
6. Assists teachers with designing instructional decisions based on assessment data and culturally responsive practices.
7. Assists teachers in creating materials that are in alignment with curriculum.
8. Provides support in analyzing student assessment data.
9. Supports, implements and assesses various instructional programs and program effects on student achievement.
10. Participates in goal/plan setting that aligns with curricula, and with creation of appropriate and effective methods of evaluation.
11. Aids in researching instructional and/or curriculum issues.
12. Models lessons when appropriate.
13. Manages time and schedules with flexibility to maximize teacher schedules and learning.
14. Works positively toward meeting identified MFNERC goals.
15. Assists with course development when required to do so.
16. Attends workshops/conferences to learn about new innovative instructional strategies.
17. Documents meetings and observations of teaching for the purpose of creating a written record of goals and accomplishments.

## Qualifications

### Education & Experience

- Minimum of Bachelor of Education with Manitoba teaching credentials. Master's degree in Education is preferred;
- Minimum of five years of classroom teaching experience;
- Experience as a school administrator is considered an asset;
- Experience with instructional coaching is considered an asset;
- Wide range of subject matter competencies;
- Knowledge and expertise in best practices for classroom teaching methodology, assessment, grading, and reporting.
- Knowledge and experience in an online learning environment, knowledge of Dreamweaver and Brightspace platforms, and distance learning is considered an asset.
- Experience with using Microsoft 365 suite is a requirement, with ability to acquire new skills and knowledge quickly and easily, proficient using various software and systems;
- An ability to relate to and communicate with others;
- An ability to deal with highly confidential and sensitive matters;
- An appreciation and respect for First Nations education reform strategies;
- Respect for the philosophy that the answers are within First Nations, that each First Nation is distinct, and a recognition of the importance of First Nation languages and cultures;
- A commitment to high quality work with continuous improvement;
- Well-developed organization and management skills with attention to detail and follow-through;
- Excellent oral and written communication skills in technical and plain language writing;
- Strong time management and organizational skills and the ability to work under pressure;
- Ability to manage and prioritize multiple tasks and meet all deadlines;
- Professional behaviours that personify a strong work ethic;
- Ability to work independently and cooperatively in an interdisciplinary team of professionals;
- Ability to speak a First Nations Languages would be considered an asset;
- Excellent interpersonal and cross-cultural skills to work in a First Nations environment;
- Valid Class 5 Driver's License;
- Flexibility for occasional travel to MFNERC member schools throughout Manitoba;
- Satisfactory Criminal Record/Vulnerable Sector and Child Abuse Registry checks.

Interested applicants are invited to submit their resume and cover letter (please state position title applying for), along with (3) professional reference listings by **Tuesday, June 8, 2022** at 4:00 pm to:

**Human Resources**  
**Manitoba First Nations Education Resource Centre Inc.**  
**2-1100 Waverley Street, Winnipeg, Manitoba R3T 3X9**

**Email: [employment@mfnerc.com](mailto:employment@mfnerc.com) | Fax: 204.942.2490**

We thank all who apply, however, only those selected for an interview will be contacted. MFNERC has implemented a mandatory COVID-19 Vaccination Policy for all employees. Successful candidates will be required to show proof of the vaccination. Preference will be given to qualified First Nations applicants; applicants are asked to self-declare in their resume or cover letter. Incomplete applications will not be considered. No phone calls will be accepted. Successful candidates must provide satisfactory criminal and child abuse registry checks.

**Please visit our website at [www.mfnerc.com](http://www.mfnerc.com)**

**Date Re-Posted: May 25, 2022**